

NEWPORTONE

Job Title: Account Coordinator/Digital Production Associate

Location: Remote

Job Type: Full-Time

Experience Required: 1-2+ years

Job Summary:

We are seeking a motivated and detail-oriented Account Coordinator/Digital Production Associate with 1-2 years of experience to join our dynamic team. The ideal candidate is proactive and curious, aiming to be innovative and forward-thinking. The candidate will be responsible for managing the production of digital content, ensuring projects are completed on time, within scope, and budget and support Account Directors across a range of projects. This role requires excellent organizational skills, a keen eye for detail, and the ability to manage multiple projects simultaneously.

Key Responsibilities:

- Oversee the end-to-end production of digital content, including videos, graphics, and web materials. Ensure all projects are delivered on time, within budget, and meet quality standards.
- Work closely with creative teams, including designers, writers, and developers, to coordinate the production process. Ensure clear communication and collaboration across all stakeholders.
- Develop and manage schedules, ensuring timely delivery of all project milestones. Anticipate potential delays and take proactive measures to address them.
- Conduct quality checks on all digital content to ensure it meets brand guidelines and technical specifications. Implement feedback from stakeholders to refine and improve the final product.
- Recommend and manage external resources effectively, including creative/copywriters, freelancers and other support services to ensure timely outcomes and production efficiency.
- Identify and resolve any issues or roadblocks that may arise during the process.
- Generate and maintain detailed project reports, including progress updates, budget tracking, and post-project analysis. Provide regular updates to senior management.

- Some travel may be required

Qualifications:

- 1-2 years of experience in digital production, project management, or a related field.
- Is looking to learn, curious and a problem-solver.
- Has a positive attitude and creates a positive working environment.
- Is a self-starter and self-motivated
- Supportive of our client's causes, and nonprofit fundraising and direct response marketing
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Attention to detail and a commitment to delivering high-quality work.
- Problem-solving skills and the ability to troubleshoot issues effectively.
- Experience in a digital marketing environment.

Additional Preferred (but not required) Qualifications:

- Basic experience with Microsoft Office (Word, Excel, Powerpoint)
- Basic understanding of SEO and digital marketing principles.
- Proficiency in digital production tools and software, or fast-learner (e.g., Hubspot, Luminate Online (Convio), EveryAction, Salesforce (Marketing Cloud), Engaging Networks, Salsa, Classy, or similar).
- Familiarity with web development processes and content management systems (CMS).

Compensation and Benefits:

- Salary range: \$40K-\$65K
- 100% employer paid benefits
- Unlimited PTO and 10 paid holidays
- Summer Fridays
- 401K match
- Access to industry conferences & professional development opportunities
- A remote-first work environment

Why Join Us?

We're not your typical agency. We're Newport ONE, an award-winning agency that has provided direct response fundraising and integrated direct marketing services to nonprofit

organizations for 40 years. We're seeking the right person to join our innovative team. We're employee-owned and offer a stake in the company so you can benefit from our success. We offer one of the most generous compensation packages in the industry including 100% employer-paid benefits, 401(k) match, and unlimited vacation policy. Remote working environment with occasional need to travel to partner meetings, team meetings, and conferences.

If you are passionate about direct response marketing and digital production and eager to take on new challenges, we would love to hear from you. Apply now and be part of our exciting journey! Email your resume to careers@newportone.com.